



# Trustee's Annual Report

From: 1<sup>st</sup> April 2024  
To: 31<sup>st</sup> March 2025

## Section A: Reference and Administration Details

|                                 |  |
|---------------------------------|--|
| Charity name                    | Burghclere Down Community Association                                |
| Other names charity is known by | n/a  |
| Registered charity number       | 1102751  |
| Charity's principal address     | Burghclere Down Community Centre<br>Berry Way<br>Andover<br>SP10 3RZ |

## Names of the charity Trustees who manage the charity

|    | Trustee name             | Office (if any)    | Dates acted if not for whole year                        | Name of person (or body) entitled to appoint trustee (if any) |
|----|--------------------------|--------------------|--|---|
| 1  | Simon Arter              | Chair              | 1 <sup>st</sup> April to 3 <sup>rd</sup> June 2024       |   |
| 2  | Colin Teasdale           | Treasurer          | 1 <sup>st</sup> April to 3 <sup>rd</sup> June 2024       |   |
| 3  | Nicki Pritchett          | Bookings Secretary | 1 <sup>st</sup> April to 3 <sup>rd</sup> June 2024       |   |
| 4  | Francesca Dunn           | Chair              | 3 <sup>rd</sup> June 2024 to 31 <sup>st</sup> March 2025 |   |
| 5  | Ginette Pope             | Treasurer          | 3 <sup>rd</sup> June 2024 to 31 <sup>st</sup> March 2025 |   |
| 6  | Emma Clarke              | Bookings Secretary | 3 <sup>rd</sup> June 2024 to 31 <sup>st</sup> March 2025 |   |
| 7  | Alexander Mark Robertson |                    | 3 <sup>rd</sup> June 2024 to 31 <sup>st</sup> March 2025 |   |
| 8  | Susan Cooper             |                    | 3 <sup>rd</sup> June 2024 to 31 <sup>st</sup> March 2025 |   |
| 9  | Rojbahadur Gurung        |                    | 3 <sup>rd</sup> June 2024 to 24 <sup>th</sup> Feb 2025   |   |
| 10 | Ian Dunn                 |                    | 25 <sup>th</sup> January to 31 <sup>st</sup> March 2025  |   |

## **Section B: Structure, Governance and Management**

### **Description of the charity's trusts**

|                                       |  |
|---------------------------------------|--|
| <b>Type of governing document</b>     | Constitution   |
| <b>How the charity is constituted</b> | Unincorporated association   |
| <b>Trustee selection methods</b>      | <ul style="list-style-type: none"> <li>• Trustees must be over the age of 18 and permanently reside on the housing estates of Burghclere Down or Floral Way</li> <li>• All former Trustees step down at the Annual General Meeting (hereafter AGM)</li> <li>• New Trustees self-nominate at the AGM and are voted in by attendees</li> <li>• Secretary and Treasurer are nominated and appointed at AGM</li> </ul> |

## **Section C: Objectives and Activities**

### **Summary of the objects of the charity set out in its governing document**

#### **Community Benefit**

Promote the well-being of residents in Burghclere Down and Floral Way by working with local authorities, voluntary groups, and others to:

- Advance education
- Provide recreational and leisure facilities that improve living conditions

#### **Community Centre**

Establish and manage a Community Centre in Burghclere Down, either independently or in partnership with local authorities or other organisations, to support these aims.

#### **Charitable Purposes**

Undertake additional charitable activities as decided from time to time.

### **Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Community Benefit:**

- Regular booking at reduced rates to enable provision of the following classes by 3<sup>rd</sup> party providers:
  - U3A
  - Line Dancing and Ballroom Dancing
  - Martial Arts classes for children
  - 325 Pre-school
- Provision of Community Benefit events at minimal cost to the community
  - Children's Parties at Easter, Halloween and Christmas
  - Summer Fair

#### **Community Centre**

- An electronic accessible booking system has enabled the hall to be hired by members of the community at a cost comparable to similar community establishments locally for 629 occasions across the year with a mix of regular and adhoc bookings
- The trustees have maintained the building to an agreed standard as per our lease, liaising with our landlord for key repairs and arranging for inspection of Fire and Health Safety compliance
- The trustees have worked to raise the profile of the Community Centre making use of social media and other advertising to ensure the community is aware of activities that may be relevant to them

#### **Charitable Purposes**

- Provision and maintenance of a Public Access Defibrillator on the exterior of the Community Centre funded by our charitable funds and supported by a grant from the local authority

#### **Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit**

All trustees are appointed as per the process set out in the Governing Document. Records of meetings and decisions are made and held securely when the trustees meet that reflect due regard for the public benefit set out in said Governing document.

### **Section D: Achievements and Performance**

#### **Summary of the main achievements of the charity during the year**

- Over the past 12 months the charity has raised the profile of the Community Centre as a location within the neighbourhood and across Andover as a town.
- By ensuring that the facilities and management of the building are in line with current Fire and Health Safety guidance, holding an action plan for those items that need additional work, we have provided a safe and effective community location for our hirers.
- The community events hosted by the trustees have been well attended and provided a low-cost opportunity to families in the areas outlined in our Governing document to participate in community social events outside of a school environment.
- Working with our regular hirers we have upgraded and improved the circumstances of the Community Centre with the provision of new/ additional tables and chairs that are more suited to the activities of the Community Centre.
- Where items are suitable for use but no longer needed by the charity, these have been passed on to other charities for their benefit.
- 

### **Section E: Financial Review**

#### **Review of the charity's financial position at the end of the period**

The charity made a net loss of £2,996 in this reporting period. However, cash funds at the end of the year remained high at £31,486. Half of this amount is now held in reserves to replace damaged items and bring the

|   |   |
|---|---|
|   | <p>Community Centre up to a higher state of repair than has previously been maintained.</p> <p>We saw a significant increase in receipts from £15,139 to £25,922 in part due to a new, easy to use, booking system of the Community Centre.</p> <p>Payments included large one-off payments such as for a skip, hall re-decoration and fire safety checks. Payments were therefore significantly more than in a usual accounting period.</p> <p>Additional payments were set up for sanitary waste collection, nappy waste collection, cleaning services and a PRS licence, increasing the Community Centre's regular running costs.</p>  |
| <b>Statement explaining the policy for holding reserves stating why they are held</b>   | <p>The Community Association has cash funds from savings made by Trustees in the past, with the aim of adding an extension to the Centre to create space for an additional entrance and meeting room for hire. On balance, with the current cost of building materials, knowledge that existing ad-hoc Centre hire is largely for parties and that, post-covid, there are fewer public sector and private businesses booking face-to-face meetings, the Trustees have now decided not to pursue building an extension.</p> <p>The Trustees have agreed to set aside reserves for a planned expenditure of updates over the next few years, to bring the Centre up to a comparable standard to that of other Community Centres in the area and to replace damaged items.</p> |
| <b>Amount of reserves held</b>  | £15,000   |
| <b>Reasons for holding zero reserves</b>  | n/a   |
| <b>Details of fund materially in deficit</b>  | n/a   |
| <b>Explanation of any uncertainties about the charity continuing as a going concern</b> | None  |

## Additional information (optional)

### Principle sources of funding

The main source of funding for the Community Association is hall hire fees by regular and ad-hoc bookers of Burghclere Down Community Centre. Hall hire fees constituted 93% of the total charity receipts in 2024/25.

**Section F: Other Optional Information**

n/a

**Section G: Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

|                     |   |  |
|---------------------|---|--|
| <b>Signature(s)</b> | <i>Francesca Dunn</i> [signed electronically] | <i>Ginette L. Pope</i> [signed electronically] |
| <b>Full name(s)</b> | Francesca Dunn                                | Ginette Louise Pope                            |
| <b>Position</b>     | Chair   | Treasurer                                      |

|             |                           |
|-------------|---------------------------|
| <b>Date</b> | 1 <sup>st</sup> June 2025 |
|-------------|---------------------------|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Burghclere Down Community Association

No (if any)  
1102751

CC16a

## Receipts and payments accounts

| For the period from | Period start date | To | Period end date |
|---------------------|-------------------|----|-----------------|
|                     | 01/04/2024        |    | 31/03/2025      |

### Section A Receipts and payments

|   | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|---|--------------------|------------------|------------------|------------------|------------------|
|   | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                    |                    |                  |                  |                  |                  |
| Hall hire (regular users)                             | 18,613             | -                | -                | 18,613           | 14,542           |
| Hall hire (adhoc users)                               | 4,338              | -                | -                | 4,338            | -                |
| Hall hire (polling station)                           | 748                | -                | -                | 748              | -                |
| Events  | 744                | -                | -                | 744              | -                |
| Grants  | -                  | 500              | -                | 500              | -                |
| Donations   | 311                | -                | -                | 311              | -                |
| Interest  | 638                | -                | -                | 638              | 597              |
| Other   | 30                 | -                | -                | 30               | -                |
| <b>Sub total (Gross income for AR)</b>                | <b>25,422</b>      | <b>500</b>       | <b>-</b>         | <b>25,922</b>    | <b>15,139</b>    |
| <b>A2 Asset and investment sales, (see table).</b>    |                    |                  |                  |                  |                  |
|   | -                  | -                | -                | -                | -                |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total receipts</b>                                 | <b>25,422</b>      | <b>500</b>       | <b>-</b>         | <b>25,922</b>    | <b>15,139</b>    |
| <b>A3 Payments</b>                                    |                    |                  |                  |                  |                  |
| Gas & Electric  | 5,811              | -                | -                | 5,811            | 6,774            |
| Telephone & internet                                  | 1,645              | -                | -                | 1,645            | 1,624            |
| Water   | 737                | -                | -                | 737              | 339              |
| Business rates  | 728                | -                | -                | 728              | -                |
| Waste disposal  | 4,348              | -                | -                | 4,348            | 3,359            |
| Insurance   | 681                | -                | -                | 681              | 681              |
| Licences  | 162                | -                | -                | 162              | -                |
| Fire Safety   | 4,337              | -                | -                | 4,337            | -                |
| Defib   | 206                | -                | -                | 206              | -                |
| Cleaning  | 1,918              | -                | -                | 1,918            | 310              |
| Website   | 188                | -                | -                | 188              | -                |
| Maintenance   | 4,500              | -                | -                | 4,500            | 494              |
| Consumables   | 613                | -                | -                | 613              | 297              |
| Events  | 616                | -                | -                | 616              | -                |
| Other   | 2,428              | -                | -                | 2,428            | -                |
| <b>Sub total</b>                                      | <b>28,918</b>      | <b>-</b>         | <b>-</b>         | <b>28,918</b>    | <b>13,878</b>    |
| <b>A4 Asset and investment purchases, (see table)</b> |                    |                  |                  |                  |                  |
|   | -                  | -                | -                | -                | -                |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total payments</b>                                 | <b>28,918</b>      | <b>-</b>         | <b>-</b>         | <b>28,918</b>    | <b>13,878</b>    |
| <b>Net of receipts/(payments)</b>                     | <b>- 3,496</b>     | <b>500</b>       | <b>-</b>         | <b>- 2,996</b>   | <b>1,261</b>     |
| <b>A5 Transfers between funds</b>                     | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>A6 Cash funds last year end</b>                    | <b>34,282</b>      | <b>-</b>         | <b>-</b>         | <b>34,282</b>    | <b>33,021</b>    |
| <b>Cash funds this year end</b>                       | <b>30,786</b>      | <b>500</b>       | <b>-</b>         | <b>31,286</b>    | <b>34,282</b>    |

## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>  | Natwest  | 17,360                             | 500                              | -                               |
|   | CCLA   | 13,526                             | -                                | -                               |
|   | Cash   | 100                                | -                                | -                               |
|   | <b>Total cash funds</b>                                | <b>30,986</b>                      | <b>500</b>                       | <b>-</b>                        |
|   | (agree balances with receipts and payments account(s)) | Agreement Error                    | OK                               | OK                              |
|   |  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                             | Details  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                                 | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details  | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|   | Hall hire deposits held temporarily                    |                                    | 850                              |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature  | Print Name                         | Date of approval                 |                                 |
|   | Ginette L. Pope [signed electronically]                | GINETTE POPE                       | 16th April 2025                  |                                 |
|   |  |                                    |                                  |                                 |

## **Independent Examiners Report**

**For the Year Ended 31<sup>st</sup> March 2025**

I have examined the financial statements prepared by Burghclere Down Community Association, Number 1102751

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs Emma Giles

Dated 24<sup>th</sup> January 2026